



OFFICE OF PROCUREMENT SERVICES (OPS)

USER QUICK REFERENCE GUIDE

Process	Using Agencies Roles and Responsibilities	OPS Roles and Responsibilities (unless delegated)	Result of Process
Small Purchases <\$50,000 for non-contracted Commodities, Equipment and Services	<ol style="list-style-type: none"> 1. Submit Requisition along with documentation 2. May acquire quotes for ≤\$5,000 purchases 3. Use of good business judgment for purchases <\$5,000 	<ol style="list-style-type: none"> 1. Request 3 quotes between \$5,000 to \$35,000, 5 quotes for \$35,001 to \$50,000 2. Manage Award Process 3. Issue Purchase Order 	Purchase Order and/or Purchase Agreement
Small Purchases (BidSync) <\$50,000 for non-contracted-Commodities, Equipment and Services	<ol style="list-style-type: none"> 1. Use BidSync to acquire quotes for ≤\$50,000 purchases 2. Manage Award Process up to \$15,000 3. Issue Purchase Order from Advantage under \$15,000 	<ol style="list-style-type: none"> 1. Review all bid releases in BidSync 2. Review/Award all quotes >\$15,000 3. Issue Purchase Order from Advantage over \$15,000 	Purchase Order
Sealed Bid ≥\$50,000 for Commodities, Equipment and Services.	<ol style="list-style-type: none"> 1. Submit Scope of Work or Specifications 2. Submit Budget Approval 3. Recommend Price Structure 4. Review/Approve Solicitation Documents 5. Complete Due diligence and approve award recommendation 	<ol style="list-style-type: none"> 1. Prepare Invitation for Bid documents 2. Identify vendors 3. Manage sealed bid process 4. Determine responsiveness and responsibility of vendor bids 5. Manage award process, including contract development 6. Request OPS or Board of Supervisors (BOS) approval, as appropriate 	Awarded Contract
Request for Proposal (RFP) ≥\$50,000 for Professional/Technical Services used when pricing isn't the sole determining factor for award	<ol style="list-style-type: none"> 1. Submit Scope of Work (SOW) or Specifications 2. Submit Budget Approval 3. Review/Approve Solicitation Documents 4. Participate in Evaluation Process 	<ol style="list-style-type: none"> 1. Prepare Request for Proposal documents 2. Identify vendors 3. Manage sealed proposal process 4. Determine responsiveness and responsibility of vendors proposals 5. Manage award process, including contract development 6. Contract negotiations, if applicable 7. Request OPS or BOS approval, as appropriate 	Awarded Contract
Sole Source Purchase <\$50,000 Only one source available for Commodities, Equipment, and Services	<ol style="list-style-type: none"> 1. Submit Completed Sole Source Justification Form to OPS for consideration 2. Provide SOW/ specifications, as requested 3. Submit requisition if Sole Source Approved 	<ol style="list-style-type: none"> 1. Review Sole Source Justification 2. Request Chief Procurement Officer Approval 3. Advise requestor of decision 4. Issue Purchase Order if Appropriate 	Purchase Order or Recommendation on Another Procurement Method
Sole Source Purchase ≥\$50,000 Only one source available for Commodities, Equipment, and Services	<ol style="list-style-type: none"> 1. Submit Sole Source Justification Form to OPS for consideration 2. Provide SOW/ specifications 3. Prepare and Submit Board of Supervisor agenda after OPS completes recommendation 4. Submit requisition if Sole Source Approved 	<ol style="list-style-type: none"> 1. Review and make recommendation on Sole Source Justification submitted 2. Publicly Advertise Intent to Enter Into Sole Source Contract <ol style="list-style-type: none"> a. If response is received and verified identifying Alternate Source , initiate the IFB/RFP process b. No response received, Negotiate contract terms, as appropriate 3. Process documents based on Board of Supervisor's decision 4. Issue Purchase Order if Appropriate 	Purchase Order, Awarded Contract or Recommendation on Another Procurement Method



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Emergency Purchase <\$50,000 Purchases made due to circumstances that seriously threatens the functioning of Maricopa County Government, the preservation of property or the public health or safety	<ol style="list-style-type: none">1. Submit Completed requisition or letter containing emergency justification to OPS for Consideration2. The requisition shall be approved by elected official, department head or other designated official3. Submit other Emergency documentation as necessary to substantiate request	<ol style="list-style-type: none">1. Review Emergency Justification2. Request Chief Procurement Officer Approval3. Advise requestor of decision.4. Solicit Multiple Quote(s) and/or Proposal(s), as appropriate5. Manage Process to closure	Purchase Order or Awarded Contract, if appropriate
Emergency Purchase ≥\$50,000 Purchases made due to circumstances that seriously threatens the functioning of Maricopa County Government, the preservation of property or the public health or safety	<ol style="list-style-type: none">1. Submit Completed letter containing emergency justification to County Manager for Consideration2. The requisition shall be approved by elected official, department head or other designated official3. Submit other Emergency documentation as necessary to substantiate request	<ol style="list-style-type: none">1. Submit Completed requisition along with letter containing County Manager Approval to Materials Management2. Solicit Multiple Quote(s) and/or Proposal(s), as appropriate3. Manage Process to closure	Purchase Order or Awarded Contract, if appropriate

* If funded through Federal funds or other grant funds, departments are required to review award documentation to determine if other requirements are needed. Departments are to notify the Office of Procurement Services of the requirements to ensure compliance with the terms and conditions of the funding source.